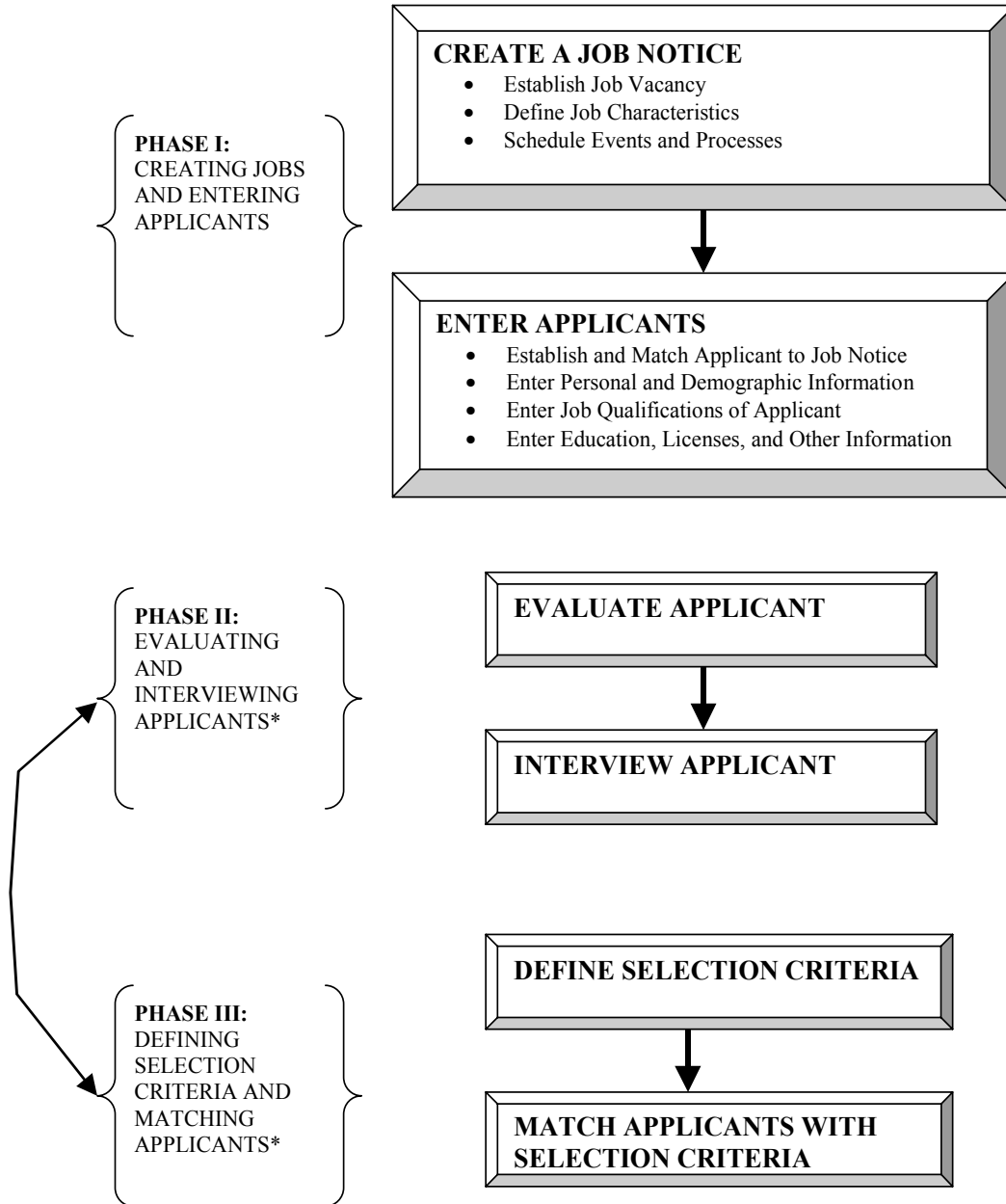




## APPLICANT TRACKING LIFE CYCLE



\*Phase II and III can be implemented in conjunction with one another or in reverse order depending upon the hiring needs.

## JOB NOTICE SCHEDULE (JNSA)

The Job Notice Schedule (JNSA) transaction maintains a schedule of events that can be tracked and completed during the life of the job posting, such as placing a newspaper advertisement, posting openings internally, and selecting applicants for interview. Completing the JNSA is optional.

Remember our scenario?

The Missouri Department of Transportation (MoDOT) needs to advertise for a Construction Technician position in District 9. Whoever is hired for this position would start 3 months from today and work for six months. In order to ensure enough time to complete the entire hiring process, you need to start the Job Vacancy Notice process no later than today. The position will be posted in the local newspapers on two Sundays - this coming one and the next. Acceptance of applications will close at 5:00 p.m. on Friday, following the second posting date. The resume review process will be completed by the second Friday following the second posting date. Interviews will be conducted from four weeks after today's date through six weeks after today's date. A final decision will be made seven weeks after today's date.

According to the scenario, you are going to schedule and track:

- Local newspaper advertisements
- Deadline for acceptance of applications
- Deadline for resume review process
- Interviewing schedule
- Deadline for final decision



## JOB NOTICE SCHEDULE (JNSA)

**Job Notice Schedule**

Job Notice ID:

	Activity	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Result	Comments
1	PAPER	05 01 00	05 15 00	<input type="text"/>			
2							
3							
4							
5							
6							



NOTES



## JOB NOTICE SCHEDULE (JNSA)

Let's enter this information on the Job Notice Schedule (JNSA).

**Step 1** To open the JNSA from the SAM II Desktop Navigator window, click the Go To icon. Type JNSA in the Code field. Click on the Open button.

**Step 2** Complete the following fields on the JNSA.

**JOB NOTICE ID** – Required. Enter the job notice identification number. Valid values are located on the Job Notice Roster (QJNT) window. **SEE STUDENT CARD**

**ACTIVITY** – Required. Enter the code of the scheduled job notice activity. Activity codes are sorted alphabetically. Examples are "Post Notice", "Conduct Physicals", "Interviews", etc. Activity codes cannot be repeated. See the Applicant Tracking Activity (ATVY) window for valid values. Type **PAPER**

**SCHEDULED START DATE** – Required. Enter the scheduled start date of the activity. Type **TODAY'S DATE**

**SCHEDULED END DATE** – Optional. Enter the scheduled end date of the activity. Type **THE DATES TWO WEEKS FROM TODAY'S DATE**

**ACTUAL START DATE** – Optional. Enter the actual start date of the activity.

**ACTUAL END DATE** – Optional. Enter the actual end date of the activity.

**RESULT** – Optional. Enter the result code for the activity. Examples may be "Completed Task", "Awaiting Approval", etc. See the Activity Result (RSLT) window for valid values.

**COMMENTS** – Optional. Enter any additional comments.



## JOB NOTICE SCHEDULE (JNSA)

**Job Notice Schedule**

Job Notice ID:

	Activity	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Result	Comments
1	PAPER	05 01 00	05 15 00				
2	APS D	05 01 00	05 22 00				
3	REV R	05 01 00	05 29 00				
4	INTVW	05 29 00	06 12 00				
5	APPRV	06 12 00	06 19 00				
6	<input type="text"/>						



### NOTES



## JOB NOTICE SCHEDULE (JNSA)

Now, let's complete the information for the other four areas you want to track. These areas are:

- Deadline for acceptance of applications –

**ACTIVITY** – Type **APS D**

**SCHEDULED START DATE** – Type **TODAY'S DATE**

**SCHEDULED END DATE** – Type **THREE WEEKS FROM TODAY'S DATE**

- Deadline for resume review process - Ensure the cursor is in the Activity field.

**ACTIVITY** – Type **REV R**

**SCHEDULED START DATE** – Type **TODAY'S DATE**

**SCHEDULED END DATE** – Type **FOUR WEEKS FROM TODAY'S DATE**

- Interviewing schedule - Ensure the cursor is in the Activity field.

**ACTIVITY** – Type **INTVW**

**SCHEDULED START DATE** – Type **FOUR WEEKS FROM TODAY'S DATE**

**SCHEDULED END DATE** – Type **SIX WEEKS FROM TODAY'S DATE**

- Deadline for final decision - Ensure the cursor is in the Activity field.

**ACTIVITY** – Type **APPRV**

**SCHEDULED START DATE** – Type **SIX WEEKS FROM TODAY'S DATE,**

**SCHEDULED END DATE** – Type **SEVEN WEEKS FROM TODAY'S DATE**



## JOB NOTICE SCHEDULE (JNSA)

**ADVANTAGE Desktop - OA86**

File Edit Display **Process** Window Help

Update F8  
Update Suspend Shift+F8  
Delete F9  
Delete Suspend Shift+F9  
Hold F11  
Take Off Hold Shift+F11  
Approve F12  
Unapprove Shift+F12  
Approve-Update Ctrl+F12  
Approve-Delete Shift+Ctrl+F12  
Undo Ctrl+Z

**Job Notice Schedule**

Job Notice ID: RAT02W1001

	Activity	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Result	Comments
1	PAPER	05 01 00	05 15 00				
2	APS D	05 01 00	05 22 00				
3	REV R	05 01 00	05 29 00				
4	INTVW	05 29 00	06 12 00				
5	APPRV	06 12 00	06 19 00				
6							

1 of 6: APPROVAL 1 APPLIED

Messages Tran ID:000430000014 2:22 PM 04/30/00

?

Data in line(s) 1, 2, 3, 4, 5 have been changed, but the line(s) is/are unselected. Do you want to select them before executing the action?

Yes No



## APPROVING A JOB NOTICE SCHEDULE (JNSA) WINDOW

You have completed entering the field information for the JNSA. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The JNSA requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the JNSA.

### **Step 1**      Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

### **Step 2**      Close the transaction. Workflow will now route the transaction as needed.

**Note:** For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

### **Applying Additional but Not Final Approvals**

#### **Step 3**      Select **Process: Approve**.

#### **Step 4**      Close the transaction. Workflow will now route the transaction as needed.

OR

### **Applying Final Approval**

#### **Step 3**      Select **Process: Approve-Update**.

#### **Step 4**      Close the transaction.





## JOB REQUIREMENTS (JBRQ)

**ADVANTAGE Desktop - DA134**

File Edit Display Modify Window Help

Job Requirements

Requirement: NA

Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: NA Long Description: NOT APPLICABLE

Minimum Scores | Score Weightings

☐ Degree Required Degree:

Minimum Experience: 0

Licenses and / or Certifications:

Minimum Scores:

Interview	80.000
Test	75.000
Other Factors	0.000
Combined	75.000

Messages 11:30 AM 05/31/00



## JOB REQUIREMENTS (JBRQ)

The Job Requirements (JBRQ) table defines requirements of the specified job notice. The JBRQ is optional for the system to function appropriately. However, this table could be valuable to the user.

Remember our scenario?

The Missouri Department of Transportation (MODOT) needs to advertise for a Construction Technician position in District 9. Whoever is hired for this position would start 3 months from today and work for six months. In order to ensure sufficient time to complete the entire hiring process, you need to start the Job Vacancy Notice process no later than today. The position will be posted in the local newspapers on two Sundays - this coming one and the next. Acceptance of applications will close at 5:00 p.m. on Friday, following the second posting date. The resume review process will be completed by the second Friday following the second posting date. Interviews will be conducted from four weeks after today's date through six weeks after today's date. A final decision will be made seven weeks after today's date.

The interview for this position will be broken down into Education History and Prior Work Experience. Each portion of the interview is weighted at 50% of the total interview score. There is also a written test for this position. A minimum interview score of 80 and a minimum written test score of 75 is required for successful applicants.

Access to JBRQ will be restricted to certain users. For our scenario, JBRQ has already been set up. We will discuss the fields shown and their uses.



## JOB REQUIREMENTS (JBRQ)

**ADVANTAGE Desktop - DA134**

File Edit Display Modify Window Help

Job Requirements

Requirement: NA

Effective Date: 01 / 01 / 20      Expiration Date: 99 / 99 / 99

Short Description: NA      Long Description: NOT APPLICABLE

Minimum Scores      Score Weightings

☐ Degree Required      Degree:

Minimum Experience: 0

Licenses and / or Certifications:


Minimum Scores:

Interview	80.000
Test	75.000
Other Factors	0.000
Combined	75.000

Messages | 11:35 AM | 05/31/00

## JOB REQUIREMENTS (JBRQ)

Let's enter information on the Job Requirements (JBRQ).

**Step 1** To open the JBRQ from the SAM II Desktop Navigator window, click the Go To icon. Type **JBRQ** in the Code field. Click on the **<OPEN>** button.

**Step 2** Populate the field on the header of the JBRQ.

**REQUIREMENT** – Required. Enter the requirement code to identify the requirement you wish to add, change, or expire. Type **NA**.

**Step 3** Select **Display: Browse Data**

**Step 4** Continue to review the remaining fields on JBRQ.

**EFFECTIVE DATE** – Required. Enter the date you want the entry to become effective.

**EXPIRATION DATE** – Optional. Enter the last date the entry is in effect. Default is 99/99/99.

**SHORT DESCRIPTION** – Required. Enter a short description (up to 12 characters) of the requirement code.

**LONG DESCRIPTION** – Optional. Enter a long description (up to 30 characters) of the requirement code. Default is **Short Description**.

### MINIMUM SCORES

The Minimum Scores panel allows the user to enter job requirements such as degree requirement, minimum years of experience, licenses and/or certifications needed for the job, and minimum scores required for interview, test, and other factors.

**Step 4** Review the fields on the Minimum Scores panel of the JBRQ.

**DEGRE REQUIRED** – Optional. Select Y if a degree is required for the job. Leave blank if a degree is not required.

**DEGREE** – Conditional. Required if **Degree Required** is selected. Enter the degree required for the job. Valid values are located on the Degree (DEGR) window.

**MINIMUM EXPERNECE** – Optional. Enter the minimum number of months of experience needed for the job. Default is zero.



## JOB REQUIREMENTS (JBRQ)

**ADVANTAGE Desktop - DA134**

File Edit Display Modify Window Help

**Job Requirements**

Requirement: NA

Effective Date: 01 / 01 / 20      Expiration Date: 99 / 99 / 99

Short Description: NA      Long Description: NOT APPLICABLE

Minimum Scores      Score Weightings

☐ Degree Required      Degree:

Minimum Experience: 0

Licenses and / or Certifications:

Minimum Scores:

Interview	80.000
Test	75.000
Other Factors	0.000
Combined	75.000

Messages | 11:35 AM | 05/31/00

**ADVANTAGE Desktop - DA134**

File Edit Display Modify Window Help

**Job Requirements**

Requirement: NA

Effective Date: 01 / 01 / 20      Expiration Date: 99 / 99 / 99

Short Description: NA      Long Description: NOT APPLICABLE

Minimum Scores      Score Weightings

Test	Weight	Inter- view	Weight	Other Factor	Weight	Other Factor	Weight	Skill	Level
WRITE	1.00	EDUC	0.50						
		EXPER	0.50						

Messages | 11:40 AM | 05/31/00

## JOB REQUIREMENTS (JBRQ)



**Step 4** Continue to review the fields on the Minimum Scores panel of the JBRQ.

### License and/or Certifications

**LICENSE AND/OR CERTIFICATIONS** – Optional. Enter the special license(s) or certificate(s) needed for the job. You can enter a maximum of four codes. Valid values are located on the License Type (LTYP).

### Minimum Scores

**INTERVIEW** – Optional. Enter the minimum interview score needed for the job.

**TEST** – Optional. Enter the minimum weighted test score needed for the job.

**OTHER FACTORS** – Optional. Enter the minimum weighted other factors score needed for the job.

**COMBINED** – Inferred. The system adds **Minimum Test Score** and the **Minimum Other Factors Score** and displays the resulting **Minimum Combined Score**.

### SCORE WEIGHTINGS

The Score Weightings panel allows the user to assign weights to each test, interview, other factor, and skill.

**Step 4** Review the fields on the Score Weightings panel.

**TEST (1-4)** – Conditional. Required if **Minimum Test Score** has a value other than 0 (zero). Optional otherwise. Enter the test type code for the test(s) required for the job. Four tests may be entered. Valid values are located on the Test Type (TETP) window.

**WEIGHT (1-4)** – Optional. Enter the weight assigned to each test. Enter the weight as a decimal. For example, enter 100% as 1.00 and 50% as 0.50. You must enter a weight for each test.



## JOB REQUIREMENTS (JBRQ)

**ADVANTAGE Desktop - DA134**

File Edit Display Modify Window Help

Job Requirements

Requirement: NA

Effective Date: 01 / 01 / 20      Expiration Date: 99 / 99 / 99

Short Description: NA      Long Description: NOT APPLICABLE

Minimum Scores      Score Weightings

Test	Weight	Inter-view	Weight	Other Factor	Weight	Other Factor	Weight	Skill	Level
WRITE	1.00	EDUC	0.50						
		EXPER	0.50						

Messages      11:40 AM      05/31/00



## JOB REQUIREMENTS (JBRQ)

**Step 4** Continue to review the fields on the Score Weightings panel.

**INTERVIEW (1-5)** – Conditional. Required if Minimum Interview Score has a value other than 0 (zero). Optional otherwise. Enter the code for the type of interview rating required for the job. Valid values are located on the Test Type (TETP) window.

**WEIGHT (1-5)** – Optional. Enter the weight assigned to each interview rating type. Enter the weight as a decimal. For example, enter 100% as 1.00 and 50% as 0.50. You must enter a weight for each interview.

**OTHER FACTOR (1-14)** – Conditional. Required if Minimum Other Factor Score has a value other than 0 (zero). Optional otherwise. Enter the codes for the other factors required for the job. Fourteen other factors may be entered. Valid values are located on the Other Factors (FACT) window.

**WEIGHT (1-14)** – Optional. Enter the weight assigned to each other factor. Enter the weight as decimal. For example, enter 100% as 1.00 and 50% as 0.50. You must enter a weight for each other factor.

**SKILL (1-8)** – Optional. Enter the type of skill required for the job. Eight skills may be entered. Valid values are located on the Skill Type (SKLS) window.

**LEVEL (1-8)** – Optional. Enter the proficiency or skill level needed for each type of skill that is required for the job. Valid values for skill level are based on the type of skill. Valid values are located on the Skill Level (SKLL) window.





## JOB REQUIREMENTS (JBRQ)

**ADVANTAGE Desktop - DA134**

File Edit Display Modify Window Help

Job Requirements

Requirement: NA

Effective Date: 01 / 01 / 20      Expiration Date: 99 / 99 / 99

Short Description: NA      Long Description: NOT APPLICABLE

Minimum Scores      Score Weightings

Test	Weight	Inter-view	Weight	Other Factor	Weight	Other Factor	Weight	Skill	Level
WRITE	1.00	EDUC	0.50						
		EXPER	0.50						

Messages      11:40 AM      05/31/00

## APPROVING A JOB REQUIREMENTS (JBRQ) WINDOW



Once an authorized user has completed entering the field information for the JBRQ, it is time to update the table entries. The Modify: Update step checks the table entries for errors.

Now, let's update the JBRQ.

**Step 1:** Select **Modify: Update**.

If your table is free of errors, a message will appear in the yellow message bar at the bottom of the window telling you that ALL LINES ADDED. If the table contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.



## JOB NOTICE USER DEFINED WINDOW (JUS1)

**Job Notice User Defined Window**

**JOB NOTICE USER DEFINED**

Job Notice ID:

Effective Date:  Expiration Date:

JUS1 FIELD 1 (30AN)	<input type="text"/>
JUS1 FIELD 2 (30AN)	<input type="text"/>
JUS1 FIELD 3 (30AN)	<input type="text"/>
JUS1 FIELD 4 (30AN)	<input type="text"/>
JUS1 FIELD 5 (30AN)	<input type="text"/>
JUS1 FIELD 6 (30AN)	<input type="text"/>
JUS1 FIELD 7 (30AN)	<input type="text"/>
JUS1 FIELD 8 (30AN)	<input type="text"/>
JUS1 FIELD 9 (30AN)	<input type="text"/>
JUS1 FIELD 10 (30AN)	<input type="text"/>
JUS1 FIELD 11 (30AN)	<input type="text"/>
JUS1 FIELD 12 (30AN)	<input type="text"/>



## NOTES



## JOB NOTICE USER DEFINED SCREEN (JUS1)

The Job Notice User Defined Screen (JUS1) is a user-defined window used to enter data relating to job notices. The Office of Administration maintains the AUDF. However, this window can be used by each agency differently. Agencies can use the fields to capture agency-specific information that are not captured by other windows. It is important that agencies determine and clearly communicate how these fields are used within their agencies.

Let's take a look at the Job Notice User Defined (JUS1).

**Step 1** To open the JUS1 from the SAM II Desktop Navigator window, click the Go To icon. Type JUS1 in the Code field. Click on the OPEN button.

**Step 2** Once the JUS1 is opened, let's begin reviewing the fields.

**JOB NOTICE ID** – Required. In this field you must enter the job notice identification number. **SEE STUDENT CARD**

Select **Display: Browse Data**.

**EFFECTIVE DATE** – Required. In this field you must enter the date the information becomes effective.

**EXPIRATION DATE** – Optional. In this field you may enter the last date the information is in effect.

**JUS1 FIELD (1 – 12)** – This field contains the values that were defined on the Applicant User Defined Fields (AUDF) window.



## TESTING YOUR KNOWLEDGE

Please complete the following.

1. Your agency wishes to recruit for a Planner I position. You want to monitor the activities associated with the position. What steps would you take to do this?



## EXERCISE

Now that you have an understanding of how to create a job vacancy notice, let's complete a JNOT and a JNSA from the scenario below.

The Missouri Department of Health has one full-time job vacancy for an Associate Public Health Laboratory Scientist. The individual hired for this position can begin working 2 months from today. The Department of Health will start posting the position in the local newspaper five days from today and run for one month. They will accept applications for this position for 30 days from the posting date. Resumes will be reviewed for the next week. During the following two weeks, applicants will be interviewed. A final decision will then be made three days later.

**JOB NOTICE ID** – SEE STUDENT CARD

**START DATE** – Type TODAY'S DATE

**TITLE GROUP** – Type GNERIC

**JOB NOTICE TYPE** – Type B1

**JOB STATEMENT** – Type GNERIC

**SHORT DESCRIPTION** – Type ASCPHL SCI

**LONG DESCRIPTION** – Type ASSOC PUBLIC HLTH LAB SCIENTST

**JOB STATUS** – Type AC

**STATUS DATE** – Type TODAY'S DATE

**AGENCY** – Type 580

**ORGANIZATION** – Type 4110

**MAXIMUM # OF HIRES** – Type 1

**CIVIL SERVICE STATUS** – Type UCPY

**WORK LOCATION** – Type 9HLB01

**WORK CYCLE** – Type OUS

**POSITION NUMBER** – Type AT22001



## NOTES